

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: May 23, 2016
Time: 4:00 p.m.
Location: Oshtemo Community Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Cheryl TenBrink, Kerria Randolph, Lisa Godfrey, James VanderRoest, and Valerie Wright

Absent: None

CALL TO ORDER:

President Caple called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2016-2017

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution authorizing a public hearing on the 2016-2017 budget.

Executive Summary: It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the resolution to legally set the millage rate that supports the budget and allow the authorized property taxes to be collected for the operation of the library.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE 2016 – 2017 BUDGET

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. TenBrink – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple – yes

MOTION CARRIED: 6-0

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. Minutes of the Meeting of April 25, 2016
B. Personnel Items

IV. FINANCIAL REPORTS

A. Financial Reports for the Month Ending April 30, 2016.

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending April 30, 2016.

Discussion: Director Rohrbaugh stated that the library had received approximately 94% of its annual revenue, which was to be expected at this point in the fiscal year.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING APRIL 30, 2016.

MOTION CARRIED 6-0.

K. Randolph arrived at 4:05 p.m.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Budgets

Recommendation: Director Rohrbaugh recommended the Board take the following action:

1. Receive for review the "General Operating Fund – Preliminary Budget for FY 2016-2017"
2. Approve the "Capital Improvement Plan for the Three Years Ending June 30, 2018"
3. Approve the "Special Revenue Preliminary Budget for FY 2016-2017"

Executive Summary:

General Operating Preliminary Budget for FY 2016-2017

The Preliminary Budget for fiscal year ending June 30, 2017 recognizes a taxable value decrease of 0.82% for 2016-2017. After elimination of non-recurring revenue items from the prior year and the sunset of Renaissance Zone reimbursements, total revenue decreases \$89,018 compared to the prior year.

Salaries and Benefits are budgeted to include the addition of a 1.0 FTE graphic artist position to support marketing and communication efforts, the cost of which is partially offset by a corresponding decrease in the need to contract locally for the graphic artist and design services in Purchased Services. A total compensation reserve has been set aside for salary and benefit changes as of July 1, as well as the continuation of an additional 1.5% of employee salaries to support unfunded liabilities of employee retirement funds in the Municipal Employees Retirement System (MERS). However, the lump sum of \$100,000 approved for payment to MERS in the prior fiscal year has not been repeated in 2016-2017 at this time.

Technical services budgets include costs associated with the addition of a partnership with the Kalamazoo Regional Educational Service Agency (KRESA) for storage and management of the library's electronic data.

The preliminary estimate for the operational transfer of support to the Capital Improvement Plan has been reduced by half to \$300,000 with the intention of restoring full funding later in

the year if possible. The Preliminary Budget for fiscal year 2016-2017 results in a net of expenditures exceeding revenue by \$117,066 supported by Unassigned Fund Balance.

Special Revenue Fund Preliminary Budget for FY 2016-2017

The Preliminary Budget for FY 2016-2017 continues activities in Ready to Read, Gifts and Memorials, and the Local History and Community Information Service Fund held at the Kalamazoo Community Foundation. Ready to Read includes support for Dr. Robert Needlman's visit in the fall of 2016.

Capital Improvement Plan for the three years ending June 30, 2018

The Capital Improvement Plan encompasses the three years ending June 30, 2018. Estimates for fiscal year 2015-2016 have been revised to move the Server Migration Project funds (\$84,000) from an active project allocation to a reserve. Additional new projects recommended for fiscal year 2016-2017 include additional funds for staff desktop replacements, network infrastructure replacements, AWE Early Learning Station replacements, an expanded allocation for comprehensive public photocopy replacements, and funding to design and investigate smart-drop placement at Oshtemo.

These budgets have been reviewed and are supported by the Finance and Budget committee. The Personnel Committee has reviewed and supports the staffing and personnel related aspects of these budgets.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO RECEIVE FOR REVIEW THE "GENERAL OPERATING FUND – PRELIMINARY BUDGET FOR FY 2016-2017", APPROVE THE "CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2018", AND APPROVE THE "SPECIAL REVENUE PRELIMINARY BUDGET FOR FY 2016-2017".

Discussion: J. VanderRoest reiterated these budgets had been brought to the Finance and Budget Committee for review and come to the Board with their approval. He then expressed his appreciation for the work completed by the library's Business Office in the months leading up to this meeting to prepare these budgets.

MOTION CARRIED 7-0.

B. Salary Ranges for Supervisory-Technical and Administrative Staff

Recommendation: Director Rohrbaugh recommended board approval of the attached salary ranges for Supervisory-Technical and Administrative Staff to be effective July 1, 2016.

Executive Summary: The recommended revisions to the Supervisory-Technical and Administrative salary ranges are based upon the December 2014 to December 2015 1.713% change in the Consumer Price Index – All Urban Consumers published by the Bureau of Labor Statistics.

III. A.

These changes have been reviewed by both Personnel and Finance and Budget Committees and come to the full board with their support.

| | Fiscal Year 2015-2016 | | Fiscal Year 2016-2017 | |
|---------------------------------------|-----------------------|-----------|-----------------------|-----------|
| Position | Minimum | Maximum | Minimum | Maximum |
| Supervisory Technical | | | | |
| Accounting Specialist | \$ 35,000 | \$ 53,000 | \$ 35,910 | \$ 53,910 |
| Circulation Supervisor | \$ 45,000 | \$ 63,000 | \$ 46,080 | \$ 64,080 |
| Desktop Systems Specialist | \$ 35,000 | \$ 51,000 | \$ 35,875 | \$ 51,875 |
| Executive Assistant | \$ 35,000 | \$ 53,000 | \$ 35,910 | \$ 53,910 |
| Facilities Specialist | \$ 51,000 | \$ 69,000 | \$ 52,180 | \$ 70,180 |
| Human Resources Manager | \$ 55,000 | \$ 75,000 | \$ 56,285 | \$ 76,285 |
| Integrated Library Systems Specialist | \$ 51,000 | \$ 69,000 | \$ 52,180 | \$ 70,180 |
| Marketing & Communications Manager | \$ 53,000 | \$ 71,000 | \$ 54,215 | \$ 72,215 |
| Network Systems Manager | \$ 53,000 | \$ 71,000 | \$ 54,215 | \$ 72,215 |
| ONEPlace @ KPL Director | \$ 53,000 | \$ 71,000 | \$ 54,215 | \$ 72,215 |
| ONEPlace Associate | \$ 35,000 | \$ 51,000 | \$ 35,875 | \$ 51,875 |
| Payroll & Benefits Specialist | \$ 35,000 | \$ 53,000 | \$ 35,910 | \$ 53,910 |
| Web Coordinator | \$ 51,000 | \$ 69,000 | \$ 52,180 | \$ 70,180 |
| Web Systems Specialist | \$ 51,000 | \$ 69,000 | \$ 52,180 | \$ 70,180 |
| Department Head | \$ 65,000 | \$ 87,000 | \$ 66,490 | \$ 88,490 |
| Assistant Director | \$ 73,300 | \$ 97,300 | \$ 74,965 | \$ 98,965 |
| Deputy Director | \$ 81,300 | \$107,300 | \$ 83,135 | \$109,135 |

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED SALARY RANGES FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE STAFF TO BE EFFECTIVE JULY 1, 2016.

Discussion: V. Wright said she was pleased that these sorts of salary increases provide for some flexibility, especially in cases where staff have reached the salary cap associated with their position.

MOTION CARRIED 7-0.

C. Salary Pool for Supervisory-Technical and Administrative Staff

Recommendation: Director Rohrbaugh recommended board approval of the compensation pool of \$45,000 for Supervisory-Technical and Administrative employees for fiscal year 2016-2017.

Executive Summary: This recommendation follows our usual practice for these two employee groups. This pool would provide for salary merit increases within the salary ranges, also recommended at this meeting.

This recommendation has been reviewed and is supported by both Personnel and Finance and Budget Committees.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE COMPENSATION POOL OF \$45,000 FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES FOR FISCAL YEAR 2016-2017.

Discussion: No discussion.

MOTION PASSED 7-0.

D. Business Office Staffing

Recommendation: Director Rohrbaugh recommended the following classification and title changes in the Business Office:

- The position of Accounting and Payroll Coordinator, S-T salary range of \$41,000 - \$59,000, be changed to Payroll and Benefits Specialist, S-T salary range of \$35,000 - \$53,000. This position is vacant.
- The position of Library Assistant V, be reclassified to S-T salary range of \$35,000 - \$53,000, effective July 1, 2016.
- The position of Library Assistant IV be reclassified to Library Assistant V, effective July 1, 2016.

Executive Summary: The June 30 retirement of the Accounting and Payroll Coordinator has prompted some shifting of duties to align work more logically, build on employee strengths, and increase some separation of duties as always desired by auditors. I also believe these changes will position us better for future Business Office staffing changes and the never-ending increase in reporting – state, federal, retirement system, etc.

These changes have been discussed with KPLSP. There will be no significant increase in costs for these changes; no budget adjustments are needed.

These changes have been reviewed by both Personnel and Finance and Budget Committees and come to the full board with their support.

MOTION: V. WRIGHT MOVED AND C. TENBRINK SUPPORTED THE MOTION TO RECLASSIFY THE POSITION OF ACCOUNTING AND PAYROLL COORDINATOR, S-T SALARY RANGE OF \$41,000 - \$59,000, TO PAYROLL AND BENEFITS SPECIALIST, S-T SALARY RANGE OF \$35,000 - \$53,000, THE POSITION OF LIBRARY ASSISTANT V, TO S-T SALARY RANGE OF \$35,000 - \$53,000, EFFECTIVE JULY 1, 2016, AND THE POSITION OF LIBRARY ASSISTANT IV TO LIBRARY ASSISTANT V EFFECTIVE JULY 1, 2016.

Discussion: V. Wright stated the vacancy of the Accounting and Payroll Coordinator position provided a good opportunity to evaluate that position and others in the Business Office and make changes where appropriate.

J. VanderRoest reminded trustees that during the library's annual audit, the auditors routinely suggest there be a stronger separation of job duties within the Business Office. While that department remains too small to separate those duties as fully as they would like, these reclassifications constitute a significant step in that direction.

MOTION PASSED 7-0.REPORTS:

E. Summer Reading Challenge – Andrea Vernola, Michael Cockrell, and Kala Luzia

Report: Director Rohrbaugh introduced A. Vernola, M. Cockrell, and K. Luzia. They began by passing out the Summer Reading Challenge game boards for the year and A. Vernola explained how patrons can keep track of how many days they have read for twenty minutes or more.

A significant difference between this year and previous year's summer reading efforts is the introduction of an online component. Patrons will be able to track their progress, complete bonus activities, and earn badges. M. Cockrell stated the online product KPL is using for the Summer Reading Challenge is called Beanstack, and reported the vendor has been very responsive and easy to work with. A. Vernola agreed and explained Beanstack began as a book recommendation service. M. Cockrell stated their recommendations are not based on an algorithm, but rather reflect recommendations from real librarians; the option to receive recommendations is built into the online Summer Reading Challenge.

M. Cockrell then explained prizes this summer are being awarded much like they were last year. Kids and teens will receive books at the 15, 30, and 45 day marks. The 60 day prize for kids and teens is a t-shirt designed by Paul Sizer who designed our theme for the Summer Reading Challenge for the last two years. Adults will receive a raffle entry for a Friends of KPL gift certificate at the 15, 30, and 45 day marks, and the 60 day prize is an attractive and colorful KPL-branded mug.

K. Luzia explained that this year's kickoff party would focus on signing kids and families up for the Summer Reading Challenge instead of placing the emphasis on games and activities. The kickoff party will also provide an opportunity to demonstrate the online aspects of the Summer Reading Challenge. M. Cockrell stated that the annual Friends Book Sale would take place in the parking lot at Central Library and Summer Reading Challenge signups and demonstrations will be happening in the portico.

A. Vernola then distributed iPads to trustees in order to explain how the online Summer Reading Challenge interface is used. She explained that it took a good deal of work to prepare the online component and stated the importance of receiving feedback on usability or other potential uses for Beanstack. A. Vernola then provided examples of the bonus activities in which patrons can engage in order to earn additional sticker badges.

In closing, A. Vernola stated the online component also includes a function which will make the adult raffle process much simpler, and provides the ability to send mass emails for the purpose of reminding patrons when they are able to pick up prizes.

Discussion: R. Brown asked for additional details regarding the book recommendation feature of the online component. A. Vernola explained there is a box to check when signing up online. If checked, recommendations will be emailed or displayed on a weekly basis.

Disposition: Trustees thanked A. Vernola, M. Cockrell, and K. Luzia for their report.

F. Library Services to Older Adults – Angela Fortin

Report: Director Rohrbaugh introduced A. Fortin, Oshtemo Branch Librarian.

A. Fortin began her report by explaining broader demographic changes occurring in the United States, in particular, the trend towards longer lifespans. Such trends are being projected to continue, and as a result, many public institutions are rethinking the ways in which they serve these demographics.

She reported that KPL currently is engaged in a number of initiatives with a focus on serving older patrons including the 'via mail' service which provides library materials to patrons through the mail, deposit collections of KPL materials at various locations including retirement facilities throughout Kalamazoo, and participation in the Senior and Caregiver Expo, held every year during the Fall.

Additionally, KPL programs such as TechBar, Reading Together, Genealogy Lock-Ins, Concerts, Cooking & Food programs, and exercise programs. Partnership with the Kalamazoo County Area Agency on Aging has yielded healthy-living workshops such as 'Matter of Balance', 'Personal Action Towards Health', and 'Creating Confident Caregivers'.

Recently, Librarians from the Oshtemo Branch Library have been travelling to Friendship Village to discuss library services and library card assistance. Additionally, A. Fortin stated she has visited Spring Valley Crossing, another residential facility and has plans to visit two further facilities. She also reported there are a handful of new programs aimed at increasing fluency with technology for senior citizens.

Discussion: President Caple asked whether anyone from the Washington Square Branch had done any work with Heritage Community of Kalamazoo. Kevin King, Head of Branch and IT Services, stated that is something that is currently being discussed.

L. Godfrey asked whether senior citizen facilities have been receptive to visits from librarians. A. Fortin indicated that was the case.

J. VanderRoest inquired whether KPL had established a relationship with Senior Services. A. Fortin explained she has tried to get in touch with them, has not been successful, but plans to continue her efforts.

Disposition: Trustees thanked A. Fortin for her report.

G. Oshtemo Branch Updates – Nancy Davis-Smith

Report: Director Rohrbaugh introduced N. Davis-Smith, Oshtemo Branch Lead Librarian.

N. Davis-Smith began by welcoming all in attendance to the Oshtemo Branch. She stated she and all the Oshtemo staff were very pleased to host this month's Board of Trustees meeting.

She explained that there has recently been some construction taking place nearby. An all-hours medical care facility is being constructed near Meijer on M-43, along with a handful of other

projects yet to be determined. Additionally, at the corner of 9th and Stadium, Oshtemo Township crews have been removing the remains of a gas station and are working to improve the aesthetics of the intersection by re-routing some of the power lines. She reported Oshtemo in general is continuing to grow, especially in regards to residential properties. She stated Oshtemo staff expect to see the effects of that growth reflected in increased numbers of visitors to the library and enhanced circulation.

The Oshtemo Branch Library has several summer initiatives planned, including another round of the popular outdoor “Movies Under the Stars” which is co-sponsored by the Alamo Drafthouse and the Oshtemo Friends of the Parks. New this year will be “Music in the Park” held at the recently renovated Flesher Field on 9th Street.

Regarding the library facilities, there have been three significant improvement efforts undertaken at Oshtemo recently. Carpet was replaced near the entryway and a brand new public service desk has been installed in more central location. The location of the old public service desk has been redesigned as a play place for children, and the flooring there is currently being replaced with a softer, rubbery material chosen to help minimize bumps and bruises kids might receive while playing. In closing, she reminded trustees that a tour of the branch was scheduled after the meeting.

Discussion: No discussion.

Disposition: Trustees thanked N. Davis-Smith for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – J. VanderRoest stated there had been a meeting to review the General Operating Fund Preliminary Budget for 2016 - 2017, Capital Improvement Plan for Three Years Ending 2018, and the Special Revenue Fund Preliminary Budget for 2016 - 2017.
- B. *Personnel Committee* – V. Wright stated there was a meeting to discuss the Salary Ranges and Salary Pool for Supertechnical-Advisory and Administrative Staff for 2016 -2017 and the Business Office Staffing recommendation.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director’s Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

- A. *Director’s Report*

Report: Director Rohrbaugh began by reminding trustees that Party in the Park will be held on June 1st.

She then drew trustees' attention to a handful of items regarding KPL staff who have been attending workshops and presenting at conferences, including many staff who were involved in this year's Michigan Library Association annual conference.

Next, she provided a response from M. Cockrell, to a question asked at the April meeting regarding declining database use. He had stated that the three most expensive databases generate the most patron use, while use of other databases has proved less satisfactory. Database subscriptions are frequently being reviewed for continuing relevance.

She then explained KPL's recent adoption of the LocalHop app, which is an integrated community events calendar currently being used by numerous Kalamazoo businesses and organizations.

Finally, she provided a long list of projects being completed by Facilities Management staff, which included a list of annual projects at Central Libraries rotunda, skylight cleaning at Eastwood, landscaping work, and the previously mentioned improvements at the Oshtemo Branch Library.

Discussion: President Caple asked, regarding an item that concerned the library's switch to a new internet service provider, whether staff and patrons have seen a noticeable change in connection speed. K. King explained that the library can now support more concurrent users without a loss in data speeds and stated when the new fiscal year begins in July, all KPL locations will have increased bandwidth.

He then asked what was meant by an item that stated Oshtemo staff were conducting an inventory of the collection. Director Rohrbaugh stated such an inventory is needed from time to time to ensure that the catalog accurately represents the available collection. L. Godfrey asked whether the RFID technology was making that process more automated than it might have been previously. Director Rohrbaugh stated the RFID technology makes such efforts an on-going project, but happens to be a particular focus at Oshtemo at the moment. President Caple asked N. Davis-Smith whether the RFID technology was assisting in their efforts. N. Davis-Smith stated it was.

J. VanderRoest, in regards to the installation of a new drinking fountain at Washington Square which is specially designed to allow for the refilling of water bottles, asked if such fountains could be installed at all locations. Director Rohrbaugh said that as older fountains are replaced, she hoped that would be the case. Susan Lindemann, Head of Facilities, stated the fountains at Central may be challenging to replace with such models because they were specially chosen for that location. V. Wright asked exactly where the new fountain was installed at Washington Square. S. Lindemann stated it is located directly across from the men's bathroom.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.

- V. Wright expressed her enthusiasm for the 2016 Summer Reading Challenge and her appreciation for the opportunity to track her progress online. She also stated she was very pleased with all three reports given this month.
- C. TenBrink said she was thankful for A. Fortin's report on services to older KPL patrons, and KPL's outreach to those demographics.
- K. Randolph stated he was excited for this year's Summer Reading Challenge. He also said he appreciated A. Fortin's report on services to older patrons, realizing that he is now representative of that demographic.
- R. Brown said he has a friend who is looking forward to completing the Summer Reading Challenge to win a coffee mug.
- J. VanderRoest stated he was recently in Monroe, WI, and made it a point to visit the local public library. He said the library operates as an entity within a school district and circulates approximately 250,000 items annually. The staff described lack of adequate space as their greatest challenge currently. He then reminded all in attendance we should be thankful that planning for growth was taken into consideration during the renovations of KPL facilities that took place in the late 1990s.
- President Caple thanked all presenters for their reports, and encouraged A. Fortin to continue the good work in reaching out to older patrons.

X. EXECUTIVE SESSION

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE LABOR NEGOTIATIONS.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:15 P.M.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:54 P.M.

XI. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:55 P.M.

X

Kerria Randolph
Secretary